

Francis Bacon

REGULATIONS
OF THE
GLASGOW ROYAL ASYLUM
FOR
LUNATICS.

REGULATIONS

OF THE

Scotland Glasgow Royal Asylum

FOR

LUNATICS.

APPROVED OF BY THE DIRECTORS, AND CONFIRMED BY THE CONTRIBUTORS, AT THEIR
ANNUAL GENERAL MEETING ON THE 10TH OF JANUARY, 1850.

GLASGOW:
PRINTED BY JAMES HEDDERWICK & SON,
Printers to the Queen.
1850.



19th
cent
RC 450
53
663
1050

INDEX.

| CHAPTER | PAGE |
|---|------|
| I.—General Meetings of Contributors, | 5 |
| II.—Directors, | 7 |
| III.—Weekly Committee, | 9 |
| IV.—Patients, | 10 |
| V.—Attendants and Servants, | 14 |
| VI.—Principal Attendants, | 18 |
| VII.—Superintendent of Ladies and Matron, | 22 |
| VIII.—Medical Assistants, | 26 |
| IX.—Surgeon, | 28 |
| X.—Physician Superintendent, | 29 |
| XI.—Steward, | 33 |
| XII.—Master of Works, | 37 |
| XIII.—Gardener, | 40 |
| XIV.—Treasurer and Secretary, | 41 |
| XV.—House Visitors, | 43 |
| XVI.—Gate and Door Keepers, and other Servants not specially provided for, | 43 |

ERRATUM.

In Page 20, Section 11, for [Chapter XI. Section 16] read [Chapter XI. Section 14.]

REGULATIONS, &c.

CHAPTER I.

GENERAL MEETINGS OF CONTRIBUTORS.

1. The General Meetings of Contributors shall consist of Donors to the extent of at least Five Guineas, or of Annual Subscribers to the extent of at least One Guinea, who shall have paid their Donations or Subscriptions at least Six Months previous to the Meeting which they attend.

2. A General Meeting shall be held annually, on the Thursday after the second Tuesday of January, for the purpose of considering the Directors' Report for the preceeding year, and of choosing by ballot eight of their own number to act as Directors for the current year: but a *pro re nata* General Meeting may at any time be called by the Lord Provost, by three of the Directors, or by six of the qualified Contributors; intimation of the time, place, and purpose of such Meeting being always given, by public advertisement, in two or more of the Glasgow Newspapers, at least one week previously.

3. It shall be competent for all General Meetings to revise, direct, and control the whole affairs and management of the Institution, in accordance with the Charter and Regulations.

4. It shall also be competent to General Meetings of the Contributors to make such new Regulations, or such alterations on existing Regulations, as may appear calculated to promote the welfare of the Institution, provided these are not inconsistent with the provisions of the Charter; but no proposal for such new Regulations, or alteration on existing Regulations, shall be taken into consideration unless it shall

with the Charter and Regulations; but no new Rules, nor alterations of or additions to those already in force, shall be adopted, till they have been submitted to the consideration of the Directors for one month at least, and have been thereafter approved of by two-thirds of a Meeting called for the express purpose of deciding on them.

4. The Directors shall meet once every quarter, on the second Tuesday of April, July, October, and January, for the despatch of ordinary business; but a *pro re nata* Meeting of Directors may at any time be called by the Lord Provost, by the Weekly Committee, or by any three of the Directors. For this purpose a requisition shall be addressed to the Secretary, who shall be bound to comply with it, and to give due intimation of such Meetings, by printed or written notices left, on the day preceding, at the house or place of business of each Director, specifying the time, place, and object of such Meeting.

5. At the Meetings of the Directors, five shall constitute a quorum; the Chairman shall be appointed, and the procedure shall be conducted in the same manner as at General Meetings.

CHAPTER III.—WEEKLY COMMITTEE.

1. The supervision of the Management of the Institution shall be vested in a Committee consisting of six Directors, to be chosen annually by the Directors out of their own body.

2. It will be the duty of this (the Weekly) Committee, to see that all the Regulations are duly complied with, and to regulate the admission of Patients, the economy of the House, the conduct of the Officers and Servants, and all other details which may occur in the usual course of business.

3. They shall meet once a-week in Glasgow, and at least once every two months at the Asylum, on such day and at such hour as the majority of themselves may appoint; but a *pro re nata* Meeting may at any time be called by any one Member, or by the Physician Superintendent, on a requisition addressed to the Secretary.

4. At the Meetings of the Weekly Committee, one Member shall form a quorum for the transaction of ordinary business, but three shall be required for extraordinary.

CHAPTER IV.—PATIENTS.

1. Patients shall be admitted into the Asylum, and discharged from it, in terms of the Regulations, by the Physician Superintendent, subject to the orders of the Weekly Committee, as well as, in cases of dismissals, to those of the Public Authorities.

2. In every case of Admission of a Patient, the two following Documents shall be indispensable:—

First, A Legal Authority, in terms of the Statutes, for the Admission of the Patient into the Asylum.

Second, A satisfactory Obligation for payment of the Board, as well as for the due observance of the Rules of the Institution. The letter of Obligation shall be deposited with the Treasurer on payment of the Board.

[A printed Schedule, comprehending Forms of these Documents, will be furnished by the Physician Superintendent, or by the Secretary and Treasurer.]

3. Patients shall be admitted at various rates of Board; and, according to the rate, a difference will be observed in the apartments, quality of furniture and diet, rank of associates, and proportion of Attendants.

4. In the event of application being made at any time for the admission of Patients who have formerly been in good circumstances, but who have been reduced to poverty, the Weekly Committee shall have a discretionary power to admit such Patients at a low rate of board, and to maintain them in a manner suited to their former condition in life; it being understood that no Patients shall be so admitted who have been insane for more than twelve months previous to their admission; that they are not to continue in the Asylum at a reduced rate of board for more than a year; that their number at any time in the House is never to be more than five; and that, while there, they are to pay as high a rate of board as their circumstances will permit.

5. Patients sent by the City of Glasgow, or by any Parish which has contributed to the funds of the Institution, at the rate of £75 for every 1500 of its population, shall pay according to a rate of Board to be fixed annually by a Committee, consisting of two members of the Parochial Board of the Parish of Glasgow, two of the Directors of the Asylum, and one of the Magistrates of the City; but no Parish, of whatever population, shall be admitted to this privilege on a smaller payment than £75.

6. Patients sent by non-contributing Parishes shall pay according to the next rate of Board, as fixed from time to time by the Directors of the Asylum themselves.

7. The Board shall, in all cases, be paid Quarterly, in advance,—the regular Quarterly Terms being 1st January, 1st April, 1st July, and 1st October.

8. A Fee, on admission, shall be paid to the Institution for each Patient placed at the rate of 15s. per week and upwards. The Fee shall be as follows:—

| | | | |
|--------------------------------------|----|---|---|
| For Patients at 15s. per week, | £1 | 1 | 0 |
| Do. 21s. do. | 2 | 2 | 0 |
| Do. 31s. 6d. do. | 3 | 3 | 0 |
| Do. 42s. do. | 4 | 4 | 0 |
| Do. 63s. do. and upwards,.... | 5 | 5 | 0 |

Should the Patient remain a year or longer, the Fee shall be repeated on the expiry of the first and of each succeeding year of the Patient's residence in the Asylum.

9. When any Patient is dismissed or dies during the currency of a quarter, the Weekly Committee shall have power to determine, on an application being made to them for that purpose, whether any or what portion of the Board advanced shall be refunded.

10. Patients shall have no claim to remuneration for any work they may perform in the Asylum.

11. Every Patient must be provided with apparel, as stated in the printed Schedule. [See Regulation 2.] An accurate list of every article brought with the Patient must, on admission, be delivered to the Principal Male Attendant, Superintendent of Ladies, or Matron, as the case may be. If any

necessary part of dress should not be duly supplied, within eight days after intimation has been given that it is wanted, it will be furnished by the House, and the cost of it charged against the Patient.

12. In cases of urgency, Patients will be admitted at any hour; but in ordinary cases they must be sent to the Asylum after 7 o'clock in the morning, and before 7 o'clock in the evening. Timely notice of the hour when any Patient may be expected to arrive, ought always to be given to the Physician Superintendent, that due preparation may be made for the Patient's reception.

13. On application being made to the Physician Superintendent, Patients will be carefully and expeditiously conveyed to the Asylum; the necessary expenses being paid to the Steward by the Applicant.

14. No person affected with fever, or in a dying state, can be admitted; and no person in an advanced state of pregnancy, can be admitted or retained.

15. Three days' previous notice must be given, by the relatives or guardians, before the removal of any Patient from the Asylum.

16. When any Patient is ordered to be dismissed, timely written notice of the order for dismissal shall be sent by the Physician Superintendent to the person or persons who have subscribed the Obligation for the payment of the Board; and when the Patient is not removed from the Asylum within a week after the time fixed in the notice, the Committee may dismiss, or the rate of Board shall be doubled; and, in certain circumstances, the case shall be reported to the Sheriff.

17. All Letters or other Articles brought to or proceeding from Patients, must be lodged in the Physician Superintendent's Office before they can be allowed to pass in or out.

18. Near Relatives, Guardians, or others producing proper written authority from the Subscribers of the Application on which the Patient has been admitted, or of the Letter of Obligation for the payment of the Board, shall, by an order from the Physician Superintendent, be allowed to visit Patients on the days and during the hours fixed for that purpose from

time to time by the Weekly Committee, a printed Statement of which may be procured at the Treasurer's Office, or at the Asylum. Such Visitors are earnestly recommended to forbear as much as possible from encroaching on the time of the Medical or other Officers so as to interfere with their duties; and, when a personal interview with the Physician Superintendent is required, by any friend or guardian of a Patient, an appointment should previously be made for the purpose.

19. No Visitor shall be permitted to enter the apartment of any Patient of a different sex, but under proper restrictions.

20. Should the Friends or Guardians of any Patient conceive that they have any just ground of complaint in respect of the treatment, state, or management of such Patient, they are recommended to communicate the same, in writing, to the Physician Superintendent, who, after instituting a rigid inquiry, will report the whole matter to the Weekly Committee, by whom every satisfaction will be given.

CHAPTER V.—ATTENDANTS AND SERVANTS.

1. They shall be hired and dismissed according to the Regulations, Chapter X. Regulation 12 for the Males, and Chapter VII. Regulation 2 for the Females; and shall be under the immediate charge of the Principal Attendant of the Division to which they are attached, from whom they shall take their instructions relative to the ordinary business of their Wards.

2. They shall implicitly obey the instructions given them from time to time by the Medical Officers, relative to the medicines, exercise, occupation, or amusement of the Patients under their care.

3. They shall make themselves generally useful, and be responsible for the cleanliness and general state of their respective Wards, and for the cleanliness, order, and regularity of the Patients under their charge; and shall on no account strike, ill-use, irritate, or annoy any Patient; but, on the contrary, shall treat all under their charge with the utmost humanity, kindness, and forbearance.

4. They shall forthwith report to the Principal Attendant of the Division any sudden change which may occur in the mental or bodily state of any Patient under their charge; and at the Medical visit, as well as at other times, they shall report any such change to the chief Medical Officer present, and be prepared to inform him of the visible effects of the medicines administered to, of the occupation pursued by, or of other circumstances affecting the health of, such Patient.

5. The Attendants shall on no account permit any person not authorised by the Regulations to enter their Wards, or to hold any communication whatever with the Patients under their charge.

6. Each Attendant shall, in a book provided for the purpose [the "Ward-Book"], keep a correct Inventory of the

Furniture, Bedding, and other property of the Institution, contained in the Ward under his or her charge, and shall be responsible for all these articles. In case of any article being lost or destroyed, the Attendant shall, within 24 hours, report the same to the Principal Attendant of the Division, and procure his or her signature to a Note stating the nature and date of the occurrence, to be written on the margin of the Inventory opposite to the entry of the article so lost or destroyed.

7. Each Attendant shall also enter in another book, to be provided for the purpose, [the "Clothing-Book,"] under the name of each Patient in the Ward, all articles belonging to that Patient which are left in the Ward, or received, for his or her use, and shall be responsible for these articles; and in the event of a Patient being removed from his or her Ward to another, shall procure from the Attendant of the Ward to which such Patient is removed a signed acknowledgment, in the same book, of all Property transferred along with him or her. In case of any article belonging to a Patient being lost or destroyed, the Attendant shall pursue exactly the same course as in the case of an article being lost or destroyed that belongs to the House. [Regulation 6 of this Chapter.]

8. When a Patient is ordered to be dismissed, the Attendant of the Ward shall hand over all the articles belonging to such Patient to the Principal Attendant of the Division, and receive his or her written acknowledgment of such transference, with the date, in the "Clothing-Book."

9. Each Attendant shall prepare, from time to time, lists of Clothing and other articles proper to be sent to the Washing, and submit these lists to the Principal Attendant of the Division, at least two hours before they require to be sent, and receive his or her signature to these lists, in token of their being correct. On the articles being returned from the laundry, the Attendant shall compare them with the lists, in presence of the Principal Attendant, and in the event of their finding any deficiency or injury they shall jointly sign a Note thereof.

10. Once a-week the Attendant of each Ward shall make an inspection of the House and Patients' Property, under his

or her charge, for the purpose of ascertaining what articles are worn out, and shall give in a list of these, in writing, to the Principal Attendant of the Division.

11. When any new article of Clothing, or other necessities, are required for a Patient, the Attendant shall, without delay, report the same to the Principal Attendant of the Division.

12. The Attendants shall turn off the gas in their respective Wards at the hours appointed.

13. Each Attendant and Servant shall be permitted to be absent from the Asylum on such days and at such hours as shall be specified, in half-yearly Lists to be furnished by the Physician Superintendent, and sanctioned by the Weekly Committee, of which Lists a copy shall, in the case of Female Attendants and Servants, be communicated to the Superintendent of Ladies for those of the West, and to the Matron for those of the East House. On the day appointed, the Attendant or Servant shall receive a Pass-ticket, signed by the Medical Assistant of the Division; and likewise, in the case of Female Attendants, by the Superintendent of Ladies or the Matron, as the case may be; which Ticket shall specify the duration of the leave of absence. On returning, after such leave of absence, the Attendant shall deliver up his or her Pass-ticket to the Medical Assistant of the Division; and, in the case of Females, report herself to the Superintendent of Ladies or the Matron, as the case may be.

14. No Attendant or Servant shall be permitted to leave the Asylum, unless sent on duty, on any other occasions than those specified in the half-yearly Lists, without having made a request to that effect, in writing, to the Physician Superintendent, to which request must be appended a certificate signed by the Medical Assistant of the Division; and also, in the case of Females, by the Superintendent of Ladies or the Matron, as the case may be; stating that the services of such Attendant or Servant can be dispensed with for a defined period without detriment to the Institution. The Physician Superintendent, if satisfied of the propriety of granting the application, shall give the necessary Pass-ticket, and enter the permission in the "Leave-of-Absence-Book."

15. Attendants on leaving the Institution, on any occasion, shall deliver up their keys to the Principal Attendant of the Division.

16. In all respects not specified in these Regulations, the Attendants shall conform to the Rules of the Asylum, and be responsible for the satisfactory condition of their respective Departments.

CHAPTER VI.—PRINCIPAL ATTENDANTS.

1. There shall be, if considered necessary, a Principal Attendant for each of the four Divisions of the Asylum, viz. West House Males, West House Females, East House Males, and East House Females;—the two Principal Male Attendants to be nominated by the Physician Superintendent, the Principal Female Attendant for the West House to be nominated by the Superintendent of Ladies, and the Principal Female Attendant for the East House by the Matron. The Principal Attendants shall be directly responsible to the party nominating them respectively, as their immediate superior, for the performance of their duties.

2. The Principal Attendants shall, subject to their respective superiors, have the general charge of all the Patients, Attendants, Wards, &c. of their own Divisions, besides a whole or part of a Ward for themselves. They shall also have the charge of the Work-room and Library of their Divisions, and shall keep correct accounts of the Materials for work received and of the Articles produced, as well as of the Books, &c. received and given out, according to the instructions which they may from time to time receive from their immediate superiors.

3. They shall make themselves generally useful, and, early every morning, inspect the Wards, Sleeping Apartments, Day-rooms, Bath-rooms, Water-closets, Airing-grounds, Stairs, &c. of their Divisions, and see that they are clean and in proper order. They shall spend their whole time in the various Wards of their Divisions, seeing that the Attendants are attending to their duties; and in the event of their observing any negligence, improper conduct, or violation of the Regulations or orders, on their part, shall forthwith report the same to their superiors. They shall go through the various Wards at meal-hours to see that the diet is of the proper quantity and quality, and properly served up; that the Patients are properly attended

to, and that everything is conducted with due decorum; and, on observing anything wrong, shall immediately report the same to their superiors.

4. They shall attend the House Visitors at their official visits through their respective Divisions.

5. They shall see that the Patients under their charge are kept thoroughly clean, and that their Clothing is in good order; and shall be careful that the instructions from time to time issued by the Medical Officers, relative to medicines, occupation, amusement, &c. are punctually fulfilled by the Ordinary Attendants. On their observing, or having reported to them by the Ordinary Attendants, any sudden change in the mental or bodily state of a Patient belonging to their Division, they shall take immediate steps for obtaining Medical assistance.

6. They shall every evening, shortly after the Patients of their Divisions have retired to rest, inspect each Room, to see that everything is in proper order, and that the Patients are comfortable and properly cared for.

7. They shall see that the Patients under their charge who are permitted to attend Divine Service, assemble in proper time, and shall either be present themselves, or take care that a proper Attendant of their Division is present, during the whole time it may last.

8. From the information furnished them by the Attendants of their Divisions, they shall daily draw up General Returns of the Number of Patients in their Divisions who, during the day, may have attended Divine Service, or been employed in any occupation, and transmit this Return to the Medical Assistant, which must be countersigned, in the Female Division, by the Matrons before 9 p.m.

9. On the admission of a Patient into any Division, the Principal Attendant shall examine the Clothing and other effects of each Patient, in the Female Division, along with the Matron; and, when these have been entered in the Inventory of Patients' effects, kept by the said Officers respectively, shall hand over to the Attendant of the Ward to which the Patient is sent, such articles as the Patient may require, and shall see that these are duly entered by the Attendant in the "Clothing-Book."

10. They shall see that the Attendant of each Ward of their Divisions enters in the "Clothing-Book" any articles which any Patient may receive during his or her stay in the Asylum; and shall note, in the same book, the disposal of all the effects of the Patient, whether they may be lost, destroyed, worn-out, or taken away on his or her leaving the Asylum; and they shall, within 24 hours after the loss or destruction of any article belonging to a Patient, or the receipt of any new article on account of a Patient, report the same to the Steward, Superintendent of Ladies, or Matron, as the case may be, that it may be noted in the Inventory of Patients' effects kept by them respectively.

11. They shall from time to time report to the same Officers, such Clothes or other articles belonging to Patients in their Division, as need to be repaired, that the necessary directions regarding them may be given; and shall, in like manner, report such new articles of Clothing, or other necessities, as they require, that these may be supplied in terms of the Regulations—[Chapter XI. Section 16.]

12. They shall see that the Lists of Clothes and other articles to be sent to the washing from each Ward of their Divisions are correct; and that the various articles are delivered to the person deputed by the Laundress to receive them, obtaining her signature to the Lists. When the articles are returned from the Laundry, they shall, along with the Attendant of the Ward, compare them with the Lists, and note any damage or deficiency. On observing any such damage or deficiency they shall send a Note of it, in writing, to the head Laundress; and should they fail in procuring satisfaction from her, they shall immediately present the Note to the Officers mentioned, as the case may be, and obtain their signature to it, before being laid before the Physician Superintendent, in token of their having been informed.

13. They shall see that the Gas is turned off in all the Wards of their Divisions at the hours appointed.

14. They shall receive the keys of such Attendants of their Divisions as may be permitted to leave the Asylum, and deliver them back on their return.

15. Their leaves of absence shall be regulated in the same way as those of Attendants [Chapter V. Sections 13 and 14]. On leaving the Institution, upon any occasion, they shall deliver up their keys to the Medical Assistant of the Division in case of Males, and in case of Females to the Superintendent of Ladies or Matron, as the case may be.

16. The Principal Female Attendant of the East House shall, in addition, take a charge of the Kitchen, Laundry, and Wash-house under the Matron; and the Principal Female Attendant of the West shall, in addition, take a similar charge of the Kitchen in her division, under the Lady Superintendent.

17. In all other respects the Principal Attendants shall conform to the Rules of the Asylum, and be responsible for the satisfactory working of their respective Departments.

CHAPTER VII.—MATRONS: SUPERINTENDENT OF LADIES AND MATRON.

1. The Superintendent of Ladies shall have charge of the Female Division of the West House, and the Matron of that of the East House, and each of them shall also have charge of the Kitchen of their respective Houses, and be responsible for there being no misapplication or waste of the supplies received on account of these. The Matron shall, in addition, have the charge of the general Laundries and Washing-houses.

2. They shall be responsible to the Physician Superintendent for the conduct of the Principal Female and other Attendants and Servants employed in their respective Departments; shall hire these, subject to the veto of the Physician Superintendent; and shall, but not without his concurrence, dismiss them; such dismissal, or notice of dismissal, to be recorded by him in a book kept for the purpose.

3. They shall frequently each day visit the Wards and other portions of the Establishment under their charge, and observe the conduct of Patients, Attendants, and Servants, reporting to the Physician Superintendent any deviation from the Rules, or anything remarkable. They shall see that the Wards under their charge are kept thoroughly clean and in good repair, and that the Furniture, Beds, and Bedding are in proper order; and, on observing any repairs necessary to be made, or any Furniture or Beds to be required, they shall report these to the Steward, that they may be furnished according to the Rules of the Institution.

4. On a report of losses or injuries sustained by the Clothes in the Laundry, they shall inquire, and, if they cannot get redress or satisfaction, they shall forthwith report the matter to the Physician Superintendent.

5. On receiving from the Principal Attendant of their respective Divisions a report of any negligence, or improper conduct of any kind, in any of the Wards under their charge, they shall forthwith inquire into the same, and in other respects proceed as if such negligence or improper conduct had fallen immediately under their own observation.

6. They shall attend the House Visitors at their official visits through their respective Divisions.

7. They shall see that the Patients under their charge are kept thoroughly clean, and that their Clothing is sufficient and in good order; and on observing or being informed of any deficiency, shall forthwith cause the same to be supplied according to the Regulations [Chapter XI. Section 14].

8. They shall endeavour to occupy or amuse the Patients under their charge, according to their condition, following, in all these respects, the directions of the Physician Superintendent, or, in his absence, of the Medical Assistant of the Division; and they shall report, in writing, to the Medical Assistant, for the information of the Physician Superintendent, any peculiarities in regard to Patients, with which they may deem it expedient that he should be acquainted.

9. On the admission of a Patient into their respective Divisions, they shall enter in a Book to be furnished to each for the purpose ["Patients' Inventory"], under the name of such Patient, all articles of Clothing, Money, or other effects which the Patient may bring along with her; and they shall from time to time add to this List any articles she may receive during her stay in the Asylum. They shall also note on the margin the disposal of all these articles, whether they may be lost, destroyed, worn out, or taken away with her on her departure; and on the dismissal of a Patient, they shall cause the signature of the individual removing her to be appended to these entries, in token of their being found correct. They shall pay over to the Steward any sum of money that may be found on a Patient.

10. They shall keep a correct Inventory, in a Book furnished to each for the purpose ["House Inventory"], of all the Furniture, Plate, Linen, Bedding, and other Property of

the Institution that has been committed to their charge; shall carefully note all such articles as may be lost, destroyed, or worn out; and shall, once a-quarter, compare these Inventories with those kept by the Steward, and obtain his remarks and signature.

11. They shall enter in a "Work-Book," under their proper heads, all goods which they shall receive from the Steward for the purpose of being manufactured into Clothing, &c. by the Female Patients and others under their charge; and, on the opposite page, shall enter the articles made out of them, and whether they be retained in whole or in part, for the use of their own Departments, or returned to the Steward. They shall keep a record, showing the whole work performed by the Female Patients under their charge.

12. They shall keep an Account of such petty Expenditure as they may incur on behalf of Patients, and give this in quarterly to the Steward, that he may charge the same to the respective accounts of the Patients.

13. They shall every night revise the List of Patients attending Divine Service, or engaging in some occupation, which they receive from the Principal Female Attendant of their respective Divisions, add their signature to it, and shall transmit it before 10 o'clock p.m. to the Medical Assistant of the Division.

14. They shall every night, at a fixed hour, satisfy themselves that all the Attendants and Servants under their charge are in their own apartments, and that there is no possibility of ingress or egress after that hour without their being apprised of it.

15. The Weekly Committee shall fix, half-yearly, the days and hours during the following half-year when the Superintendent of Ladies and Matron may be absent from the Institution; it being competent to the Physician Superintendent to make such deviations from this arrangement as special circumstances may seem to require, noting these in the "Leave of Absence-Book." They shall not absent themselves from the Asylum at other times, without the written permission of the Physician Superintendent being entered in that book.

16. In all matters not particularly specified above, the Superintendent of Ladies and Matron shall each conform to the Regulations of the Asylum, and be responsible for the efficiency of her own Department.

CHAPTER VIII.—MEDICAL ASSISTANTS.

1. They shall be appointed according to Regulation 11, Chapter X., and shall reside in the Asylum, and devote their whole time and attention to the duties of their office—considering themselves in all respects the Assistants of the Physician Superintendent, and acting according to his orders.

2. They shall conduct, and be responsible to the Physician Superintendent for, the treatment of the Patients under their charge, according to the directions furnished to them by him, and shall perform all the minor operations.

3. They shall, on the admission of a Patient, without delay visit him or her, and report his or her state of mind and health in the Journal, distinctly noticing whether any fractures, bruises, scratches, swellings, or morbid conditions of the surface, be perceptible or not.

4. When notice of the intended dismissal of a Patient is sent to them by the Physician Superintendent, they shall, without delay, intimate the same in writing to the Steward, Superintendent of Ladies, or Matron, as the case may be, that the necessary arrangements may be made.

5. They shall, morning and evening, at such hours as may be appointed by the Physician Superintendent, visit the Patients, and shall from time to time report their conduct, habits, peculiarities mental and physical, as well as their state of health, the management mental and medical, and the medicines prescribed, with their effects, in the Journal.

6. Besides filling up the Schedules connected with their Departments, according to the instructions furnished them, and forwarding these to the Physician Superintendent, they shall daily fill up the Diet-Rolls for the Patients, Officers, and Servants, in the respective Departments under their charge, and transmit an abstract of these to the Steward; and they shall at the same time transmit to the Physician Superinten-

dent, a Return showing the names of the Patients for whom extra allowances of food and drink have been ordered, and the nature and amount of these allowances respectively.

7. On observing any sudden change for the worse in the state of a Patient, they shall forthwith report the same to the Physician Superintendent.

8. They shall endeavour, to the utmost of their power, to afford occupation, or amusement, to the Patients under their charge. They shall also see that the Clothing and Bedding Books are properly kept by the Male Attendants, and a sufficiency of these articles provided and kept in proper order for the Patients.

9. They shall attend the House Visitors at their official visits through their respective Divisions, and shall receive the friends of Patients under their respective charge, on such days, and at such hours, as shall be fixed from time to time by the Weekly Committee.

10. While the Medical Assistants shall consider themselves as more immediately charged with the Medical management of the Patients of their respective Divisions, they shall be attentive to see that everything is done, in the economical department of the Institution, towards the promotion of their health and comfort. They shall, therefore, in their visits, pay attention to the state of the Patients, and of the Wards, &c. in respect of cleanliness; to the condition of the Patients' Clothing; and to the suitableness of the Provisions, as to cooking, cleanliness, propriety of distribution, &c. They shall also observe narrowly the conduct of the Attendants. On observing any deficiency, negligence, or impropriety, they shall immediately call the attention of the Principal Attendant of the Division to the circumstance; and unless a satisfactory explanation, or prompt redress, is afforded, they shall report the same to the Physician Superintendent.

11. A list of the times (days and hours) at which the Medical Assistants may be absent from the Asylum shall be submitted to the Weekly Committee, at the beginning of each half-year, by the Physician Superintendent, it being competent to him to make such deviations from this arrangement as

special circumstances may seem to require, noting these in the "Leave of Absence-Book." The Medical Assistants shall not absent themselves from the Asylum at other times, without the written permission of the Physician Superintendent being entered in that book.

12. One of the Medical Assistants, to be named by the Physician Superintendent, shall have the charge of the Laboratory and Surgical Instruments, and shall be careful that there is at all times a proper supply of Medicines, and that the Instruments are in good order. He shall, from time to time, furnish to the Steward a Note, countersigned by the Physician Superintendent, of such Drugs or Instruments as may be required, to be by him laid before the Weekly Committee.

13. In all matters not particularly specified above, the Medical Assistants shall conform to the Regulations of the Asylum, and be responsible for the satisfactory condition of their respective Departments.

CHAPTER IX.—SURGEON.

The Surgeon shall attend the Asylum whenever his assistance may be desired by the Physician Superintendent; and the compensation to be allowed for his services shall be determined by the Weekly Committee.

When any difficult operation may be thought necessary, it shall be performed by the Surgeon of the Asylum, unless some other Surgeon shall be employed for the purpose by the relations of the Patient.

CHAPTER X.—PHYSICIAN SUPERINTENDENT.

1. The Physician Superintendent shall, as Chief Officer of the Asylum, regulate and control the whole Establishment, in conformity with the Regulations, and with such instructions as he may from time to time receive from the Directors, or Weekly Committee.

2. He shall admit and discharge all Patients, subject to the orders of the Weekly Committee, as well as, in cases of dismissals, to those of the Public Authorities. When the dismissal of a Patient is resolved upon, he shall cause this to be notified in writing to the person or persons who have subscribed the Obligation for payment of the Board, and also, verbally or otherwise, to the Medical Assistant of the Division.

3. He shall make a daily visit of all parts of the Establishment, passing in review the whole of the Patients, Attendants, and Officers; this general visit to be independent of any special visits which, from the severity of particular cases, or for the insuring constant attention to their duties on the part of the Attendants and others, he may judge it expedient to make.

4. On receiving from one of the Medical Assistants, or from one of the Principal Male Attendants, a report of any negligence, improper conduct, or violation of Regulations or orders, having been committed in any of the Wards, he shall forthwith take steps for having the same inquired into, and remedied, if the report shall prove to be well founded.

5. In a book entitled "Physician Superintendent's Visiting-Book," he shall mark the times of his visits to the several Divisions of the House, with such observations as he may deem necessary. This book shall be regularly laid before the Weekly Committee at their ordinary meetings.

6. He shall carefully examine the case of each Patient, watch its progress, and prescribe its treatment; and shall

note, or cause to be noted in the Case-Books, the progress of each case; and at its termination, by cure, removal, or death, he shall enter such observations on each case as may occur to him.

7. On receiving a written request for a personal interview from the relatives or guardians of a Patient, he shall fix the earliest possible time for such interview, and shall also set apart certain days and hours for seeing such relatives or guardians of Patients as the Medical Assistants may deem it advisable he should confer with.

8. On receiving any complaint in writing from the friends or guardians of a Patient, respecting his or her treatment, state, or management, he shall institute a rigid examination into all the circumstances of the case, and report the same to the Weekly Committee—[Chapter IV. Section 20.]

9. He shall consult with any legally qualified Practitioner on the case of any Patient under treatment in the Asylum, when called upon to do so by the Public Authorities, the Weekly Committee, the Directors, or the relatives or guardians of such Patient.

10. All letters or parcels addressed to or proceeding from Patients, shall be disposed of by him.

11. He shall be allowed such Medical Assistants and such Clerks in his Office, to be proposed by himself, as may from time to time be deemed necessary by the Weekly Committee, who shall fix their emoluments, and sanction their engagements. He shall appoint one of the Medical Assistants to take charge of the Laboratory and Surgical Instruments; and to furnish him with a note of such Drugs or Instruments as may be required for the Institution, which note he shall, if found correct, authenticate with his signature.

12. He shall hire and dismiss all the Male Attendants, Door-keepers, and Messengers; and shall preserve a record of all so employed, with the dates of their hiring and of their discharge, with the cause thereof, as well as of the Female Attendants hired or dismissed by the Superintendent of Ladies and Matron; and shall give notice of all such changes to the Steward.

13. He shall, half-yearly, on the last Tuesdays of March and September, submit to the Weekly Committee lists of the days and hours during the following half-year, on and at which each of the Officers, Attendants, and Servants, shall be permitted to be absent from the Asylum.

14. He shall keep, and exhibit monthly to the Weekly Committee, a book, to be entitled "Leave of Absence-Book," in which all absences from the Asylum on the part of Officers, Attendants, and Servants, not provided for in the half-yearly Lists, shall be recorded—the time of leaving the Asylum, and the time of returning, being accurately marked. In this book, also, all deviations from the half-yearly Lists, ordered or authorised by him, with the reasons thereof, shall be recorded; and any parties not availing themselves of their leave shall be entitled to have the fact entered in the same book.

15. When he has examined the Extra Diet-Rolls for Patients, transmitted to him daily by the Medical Assistants, [Chapter VIII. Regulation 6], and satisfied himself of their accuracy, he shall countersign them, and hand them over to the Steward.

16. He shall keep or cause to be kept the Records and Case-Books, and shall be the custodier of these, and of all writings connected with Patients and their cases; and he shall conduct all the correspondence connected with his Department.

17. He shall attend all meetings of the Directors and of the Weekly Committee, as well as those of such other Committees as he may be required to attend by a note sent him by the Secretary.

18. He shall weekly prepare a Return of the Admissions and Dismissals of Patients, and a Report of any occurrences in the Asylum, out of the usual routine, and not entered in his "Visiting-Book," which may have come to his knowledge during the preceding week; and shall lay these before the Weekly Committee at their ordinary meetings.

19. He shall prepare quarterly Reports on the state of the Institution, to be submitted to the Weekly Committee, on the first Tuesdays of January, April, July, and October, and thereafter laid before the Directors at their quarterly meetings.

20. He shall annually prepare a general Report on the state and affairs of the Institution, to be submitted to the Directors, and thereafter to the Contributors, at the close of each year, as well as a Medical Report of the cases submitted to treatment.

21. In all other respects the Physician Superintendent shall conform to the Regulations of the Institution, and be responsible for everything connected with his Department.

CHAPTER XI.—STEWARD.

1. He shall be appointed by the Weekly Committee; shall be in attendance at their meetings, and receive their instructions, either directly from themselves, or through their Secretary, or the Physician Superintendent; and shall keep all such books as the Weekly Committee shall from time to time require him to keep.

2. He shall have the general superintendence of all matters connected with Household Expenditure, and shall take the immediate charge of the several departments belonging to the Tailor, Shoemaker, and other such like artizans, who shall work only for the Patients; and he shall hire and dismiss these persons, but not without the orders of the Weekly Committee.

3. He shall lay before the Weekly Committee, at their ordinary meetings, a note of all articles required for his department, so that orders for articles of every kind belonging to it shall pass through him, and none that can be foreseen shall be issued without the Committee's previous sanction; and he, or a party deputed by them, shall purchase all the articles which the Weekly Committee shall authorise to be procured, according to their instructions.

4. He shall receive into his Stores all supplies for the use of the Establishment, ascertaining the weight, and, by comparison with invoices and samples, that they are of proper quantity and quality; and he shall file the invoices of such supplies, as vouchers, and make entries of them in the Ledger, under their respective heads.

5. He shall superintend the issue of all articles from his Stores, agreeably to Rolls and Requisitions signed by those whose duty it is to authorise such issues; and shall preserve these as vouchers, making daily entries of the issues in the Issuc-Book, and once a-month transferring the amounts to

the Ledger under the heads of the various articles issued, and mark all articles that can be marked, before he issues them from the Store.

6. He shall once a-quarter balance the entries of the articles received and issued, and note any deficiency.

7. He shall submit once a-month to the Weekly Committee, for their sanction, a Return of all the Attendants, Servants, &c. in the employment of the Asylum, and of the remuneration which they receive in money or otherwise [“Wages Roll”]; and at each meeting of the Weekly Committee he shall present a similar return of all who have been dismissed, or temporarily employed, since the previous meeting.

8. He shall keep a regular Diet-Roll-Book for all Persons employed in his Department who may receive rations from the Institution; and shall present to the Weekly Committee, at their last meeting every month, a Return of Rations issued on account of Visitors, showing who these Visitors have been.

9. He shall not have power to order any article exceeding the value of Two Pounds, and shall discharge, out of funds to be supplied to him by the Treasurer, under the sanction of the Weekly Committee, such petty claims as it may appear advisable to settle as they occur, not exceeding Two Pounds; and in applying to the Weekly Committee for a fresh supply of money, to account, he shall lay before them his Expenditure-Book, that they may see how the last has been applied.

10. He shall submit to the Weekly Committee, at each ordinary meeting, a Return of any Expenses incurred by him since the previous meeting, on account of the Asylum, without the Committee’s sanction.

11. He shall lay before the Weekly Committee the Gardener’s Accounts of the Produce of the Grounds, and the lists furnished to him by the Gardener of the Seeds, Plants, Implements, &c. which he requires. He shall consult with, and give instructions to the Gardener, relative to the supply of Garden stuffs to the several parts of the Institution. He shall once a-quarter compare with the Gardener his Inventories of Gardening and Farming Implements, and other articles under his charge. He shall hand over to the Treasurer

any sums he may receive from the Gardener on account of sales of Garden or Farm produce.

12. He shall keep Inventories of all the Furniture, Bedding, Linen, Books, Plate, and other articles belonging to the Institution ["House Inventories"]; and shall at least once a quarter compare these with the Inventories kept in the several Departments, and with the articles themselves, note any deficiencies, and report them to the Weekly Committee: at these inspections, he shall, after noting deficiencies, sign the Inventories kept in the several Departments; and he shall quarterly present his Inventories to the Weekly Committee, to be signed by their Chairman, in token of these having been submitted to them.

13. He shall, upon the admission of a Male Patient, receive all monies and valuables which such Patient may have brought with him, and which will be handed over to him by the Principal Attendants, and shall take charge of and be responsible for them, noting them in a book. He shall pay over to the Treasurer any money belonging to such Patient, or transmitted to him by the Superintendent of Ladies or Matron as belonging to Female Patients, which shall amount to more than Two Pounds.

14. He shall, when required, in writing, by the Principal Attendant of the Division, and sanctioned by the Physician Superintendent, make a requisition to the Surety of the Patient for any Clothing or other article which may be necessary; and, in the event of its not being sent before the expiry of the period mentioned in the Regulations [Chapter IV. Section 11], shall forthwith supply the same, and charge it to the Patient's account. On these articles being received or supplied, he shall hand them over to the Matrons or Principal Attendants.

15. He shall be allowed a Storekeeper, and such other Assistants as the Weekly Committee may from time to time deem necessary. Their emoluments shall be fixed by the Committee; and he shall appoint them, but not without the approval of the Weekly Committee, and may on his own judgment dismiss them, he being responsible for their con-

duct, reporting the circumstances to the first Meeting of the Committee.

16. He shall not directly or indirectly interfere in the treatment or management of any Patient, or with the Officers or Attendants in the discharge of their duties; but shall, on observing anything which he may consider irregular or improper, forthwith report the same to the Physician Superintendent.

17. In all other respects, the Steward shall conform to the Regulations of the Asylum, and be responsible for his own Department.

CHAPTER XII.—MASTER OF WORKS.

1. He shall be appointed by the Weekly Committee, and shall take their instructions, either directly from themselves, or through their Secretary, or the Physician Superintendent, and shall keep all such Books as the Weekly Committee shall from time to time require him to keep.

2. He shall have the general superintendence of all matters connected with the Buildings, with repairing them, and keeping them in good order, and shall take the immediate charge of the several departments belonging to the Engineer, Stoker, Carpenter, Mason, Plasterer, Plumber, Slater, Smith, Quarryman, Labourer, and other such like artizans; and shall hire and discharge these persons, but not without the orders of the Weekly Committee, or the Physician Superintendent.

3. He shall lay before the Weekly Committee, at their ordinary Meetings, a note of all articles required for the departments under his charge, so that orders for articles of every kind belonging to his department shall pass through him, and none that can be foreseen shall be issued without the Committee's previous sanction; and he, or persons appointed by the Committee, shall purchase all the articles which the Committee shall authorise to be procured, according to their instructions.

4. He shall receive into his Stores all these supplies for the Departments under his charge, ascertaining the weight and measurements, and, by comparison with invoices and samples, that they are of proper quantity and quality; and he shall file and initial the invoices of such supplies, which must come direct to him, as vouchers, and make entries of them in the Ledger under their respective heads.

5. He shall superintend the issue of all articles from his Stores, agreeably to Rolls and Requisitions, signed by those whose duty it is to authorise such issues, and shall preserve

these as vouchers, making daily entries of the issues in the Issue-Book, and once a-month transferring the amounts to the Ledger, under the heads of the various articles issued.

6. He shall once a-quarter balance the entries of the articles received and issued, and note any deficiency.

7. He shall prepare statements of any repairs, or other works, which require to be executed, and submit these to the Weekly Committee for their sanction, and shall check the returns of the work executed by all persons in the permanent or occasional employment of the Establishment; and all orders for repairs, and the like, of an urgent nature, which have not received the sanction of the Committee, must bear the signature of the Physician Superintendent before they be complied with.

8. When any work is being performed within the Establishment by individuals not in the immediate employment of the Asylum, he shall satisfy himself that it is executed in a substantial manner, and without unnecessary delay, noting the time it occupies, and the materials used; and if the work be contracted for, that it is executed according to the stipulations, so as to be able to certify the same to the Weekly Committee.

9. He shall submit once a-month, through the Steward, to the Weekly Committee for their sanction, a return of all artizans, &c. in the employment of the Asylum, and of the remuneration which they receive in money, or otherwise; and, at each Meeting of the Weekly Committee, he shall present a similar return of all who have been dismissed, or temporarily employed, since the previous Meeting, with a report of transactions for the preceding week.

10. He shall submit to the Weekly Committee, at each ordinary Meeting, a return of any expenses incurred by him, since the previous Meeting, on account of the Asylum, without the Committee's sanction.

11. He shall not, directly or indirectly, interfere in the treatment or management of any Patient, or with the Officers or Attendants in the discharge of their duties; but shall, on observing anything which he may consider irregular or im-

proper, forthwith report the same to the Physician Superintendent.

12. In all other respects, the Master of Works shall conform to the Regulations of the Asylum, and be responsible for his own Department.



CHAPTER XIII.—GARDENER.

1. He shall be appointed by the Weekly Committee, and shall have charge of the Gardens, Farm, Roads, Stables, and other Farm-offices, as well as of the Grounds generally; and he shall also have the charge of, and be responsible for, all the Farm Servants employed on the Grounds.

2. He shall have the direction of the work of the Patients and Attendants employed on the Grounds, taking his instructions as to their work from the Physician Superintendent.

3. He shall take care that the Institution be duly supplied with Vegetables, and other produce of the Grounds, being guided in this by the written instructions of the Steward.

4. He shall prepare lists of such Seeds, Plants, Gardening or Agricultural Implements, &c. as may from time to time be required, and transmit these to the Steward; and shall keep an exact account of all the Seeds, Plants, Manure, &c. used; and opposite to these shall enter the articles produced, and the extent of ground devoted to each crop.

5. He shall keep Inventories of all Gardening and Farming Implements, and other articles under his charge—note such as are lost, worn-out, or destroyed—once a-quarter compare these with the Inventories kept by the Steward, and obtain his signature and remarks.

6. He shall deliver to the Steward accounts of the Produce of the land, conduct the sale of such articles as the Weekly Committee may from time to time order to be sold, and account for the amount to the Steward, obtaining his receipt.

7. In all other matters, the Gardener shall be subject to the Regulations of the Asylum, and be responsible for his own Department.

CHAPTER XIV.—TREASURER AND SECRETARY.

1. The Treasurer, who shall also act as Secretary, shall, at his appointment, find satisfactory security for his intromissions, to such extent as the Directors shall consider reasonable.

2. He shall, once a-quarter, collect all sums due for the board and other expenses of the Patients; he shall, from time to time, receive all subscriptions, donations, and legacies, and, in general, all sums of money to which the Institution shall be entitled.

3. He shall, once a-quarter, discharge all demands against the Asylum, except such claims for petty household expenses as it may be found more convenient for the Steward to settle as they occur, from funds to be supplied to him by the Treasurer, under the sanction of the Weekly Committee.

4. He shall regularly deposit with such Banking Company as the Directors shall appoint, on an account to be opened in his name as Treasurer to the Asylum, all sums of money he may receive, whenever the amount in his hand exceeds £20.

5. He shall keep such Books of Accounts as shall be necessary for exhibiting to the Directors, at all times, the state of his transactions, and of the affairs of the Asylum in general. In particular, he shall keep the following Books:—

A “Register of the Patients,” showing the dates of their admission, their names, their former residences, their rates of board, the sureties for payment of it, the dates to which it has been paid up, and the dates of the death or dismissal of the Patients.

A “Cash-Book,” in which the whole sums received and paid shall be regularly entered from day to day.

A “Ledger,” in which the various receipts and disbursements shall be entered to their respective accounts; such as the Bank, Patients’ Board, Furniture, Grounds and Buildings, House Expense, &c.

A “Letter-Book,” containing copies of all letters of any importance written by him on the business of the Asylum.

A "Register of Contributors," in which their names shall be entered alphabetically, with their residences, and the dates of their contributions.

6. He shall attend all the Meetings of the Directors, the General Meetings of the Contributors, the Meetings of the Weekly Committee, and of such other Committees as may be appointed from time to time, and shall write their Minutes, and otherwise attend to their instructions. These Minutes he shall afterwards enter in two separate Books, the one of which shall be kept exclusively for the proceedings of the Weekly Committee, and the other for those of the Contributors and Directors.

7. He shall, by written or printed notices, give due intimation to the Directors and their Committees, of the time, place, and purpose of all Meetings to be attended by them; and shall, in like manner, warn the House Visitors in their order.

8. He shall conduct the whole correspondence connected with his department of the business of the Institution; and shall, at all reasonable times, be ready to give the necessary information and directions to those applying for the admission of Patients; and shall exercise his best discretion in judging of the sufficiency of the sureties offered for their board.

9. He shall carefully preserve the vouchers of his disbursements, with the whole letters of correspondence, title-deeds, and other such documents relative to the affairs of the Asylum; which, with the Books to be kept by him, as before-mentioned, shall at all times be subject to the examination of the Directors.

10. He shall present quarterly to the Weekly Committee a statement of the Income and Expenditure during the previous quarter, showing particularly the amount of outstanding Arrears due to the Institution.

11. He shall, at the close of each year, have his Books of Accounts made up, and prepare a distinct state of his whole Receipts and Disbursements during the year preceding. These, with the vouchers thereof, he shall lay before the Directors, that they may be minutely examined by them, or by a Committee of their number appointed for that purpose, and docketed, if found correct.

CHAPTER XV.—HOUSE VISITORS.

1. The Asylum shall be regularly visited once a-week by a Director, or by a Visitor appointed from among the Contributors.

2. The number of Visitors in one year shall not exceed thirteen, and none shall be appointed but those who undertake to perform the duty.

2. Each Visitor shall be regularly warned by the Secretary when his week comes round, and, when he foresees that it will not be in his power to accomplish his visit in the course of that week, he will notify this to the Secretary, that another Visitor may be requested to supply his place.

4. To facilitate the exact performance of his duties of inspection, in passing through each of the several Divisions, he shall be attended by the Medical Assistant and Principal Attendant of the Division; and, in the Female Divisions, also by the Superintendent of Ladies and the Matron, respectively.

5. In a Book kept for the purpose, the Visitors shall mark the day and hour of their visit; the condition in which they find the House, the Attendants, and such of the Patients as they may see; with anything that occurs to them as requiring change or improvement. These reports shall be regularly laid before the Weekly Committee, and, when thought necessary, the Committee shall lay them before the Directors.

6. The Visitors are expected to come alone, and to repeat nothing out of the Asylum, by which the feelings of relations, or of the Patients on recovery, may be hurt.

CHAPTER XVI.—GATE AND DOOR KEEPERS,

And other Servants not specially provided for.

They shall be appointed by the Physician Superintendent, and shall act under his orders, agreeably to the Rules of the Asylum.



